

Procedures for F-1 Students  
**TRANSFERRING TO UNCP  
FROM ANOTHER SCHOOL IN THE USA**

If you are transferring to UNCP from another U.S. school, you must follow the procedures outlined below:

1. Notify the school you currently attend that you wish to transfer to UNCP and provide proof of acceptance. Ask the Designated School Official (International Student Advisor) there to:
  - Enter into SEVIS your intent to transfer to UNCP from your current US institution
  - Enter into SEVIS a “transfer release date”
  - Complete the **Transfer-In Form**
  
2. Send the **Transfer-In Form** to our office. If we do not already have on file copies of your pertinent immigration-related documents, please send copies of those as well. We cannot issue an I-20 to you until we have the following documents in our office:
  - A copy of your unexpired passport
  - A copy of your I-94 Arrival/Departure Record (the small, white card stapled into your passport)
  - Copies of ALL previous I-20s issued to you by other institutions (front and back)
  - Completed Transfer-In Form

UNCP’s School Code is: ATL214F10223000.

Please note that we cannot issue a new I-20 until after the “Transfer Release Date” entered into SEVIS by your current school.

Please note that you must report to the Center for International Programs at UNCP prior to the start date of your program on your new I-20. Failure to report to the Center for International Programs is a violation of your nonimmigrant status.